

## **Important Instructions for essentiALZ<sup>®</sup> Users**

Please read these instructions completely before continuing and consider printing these instructions for reference.

If you completed a CARES<sup>TM</sup> training course and are taking an essentiALZ<sup>®</sup> exam, you were <u>pre-registered</u> with the Alzheimer's Association so you are considered an Existing User.

- 1. On the next page, Log in as an Existing User
  - Your user name is the same *email address you used to take the CARES*<sup>™</sup> *training course*. Ex. Personal email address.
- 2. Enter your password.
  - For First time users taking an essentiALZ exam

If this is your **first time taking an essentiALZ**<sup>®</sup> **exam** - click the "**Create or Reset Your Password**" link to create your password. You will receive an automated message from the Alzheimer's Association with directions to reset your password. Please write your password down since you will need it for future essentiALZ<sup>®</sup> exams.

or

- For users that have **previously taken an essentiALZ**<sup>®</sup> **exam** 
  - 1. and remember your password, please log in. Go to the Log In page by clicking on "Continue" below.

or

 If you forgot your password, click the "Create or Reset Your Password" link to reset your password. You will receive an automated message from the Alzheimer's Association with directions to reset your password. Please write this down, you will need it for future essentiALZ<sup>®</sup> exams.

- 3. Once you have logged into your Alzheimer's Association account, your exam will be available by clicking on "My Training" and selecting "Active Trainings" from the drop down menu.
- 4. If you need assistance, please see the <u>Help page</u>, email <u>essentiALZ@alz.org</u> or call 312-335-5883.